CTRL + F Shortcut: An easy way to find information in CEPI resources

Specific help and support information can be found in many places within CEPI resources. To easily navigate to the information that you need, you can use the CTRL + F shortcut.

What is CTRL + F?

CTRL + F is a find feature that will allow you to search through a document for the specific content information you are looking for.

How do I use CTRL + F?

You can use CTRL + F by pressing down on the CTRL key and the F key on your keyboard at the same time. The keys both must be pressed at the same time for this shortcut to work. Below is an image showing where to locate these keys on your keyboard.

What will I see when I use this shortcut?

When you use this shortcut properly, a Navigation dialog box will appear. Please note that it will look a little different based on which resource you are trying to navigate. An example of what this may look like can be found below:

CEPI Helpful Hints-Updating MSDS Core Fields

Please follow the instructions below to modify Core Fields of a student in MSDS (Name, Date of Birth, Gender)

If it is necessary to update a student's Core Fields between General Collections, you can use the Request for UIC or Student Record Maintenance (SRM) Collections to make the changes using the steps below. If there is no immediate need, perform this in the next General Collection using the same method. *These changes should be made only after the district has become the PEPE of the student. Any changes to Core Fields made prior to becoming the PEPE will not be reflected in the Student Details or Student Search results.*

Navigate to the Data Staging Area in MSDS:
1. Log into MSDS.
2. On the left-hand menu, click "Student Data Submission."
3. Click "Data Staging Area." (Image 1)
4. On the Data Staging Area screen, enter your district code in the "Submitting Entity" field.
5. Set the "Collection" field to the collection you wish to work in

What do I do next?

Now that you have opened the navigation shortcut menu, type in the term or phrase you are searching for. You may type more than one word in the search box at a time. If you cannot locate what you are looking for, you can remove some words to make the search less specific, or you can add words to make it more specific. Once you have typed in the term or phrase, hit the "OK" or the magnifying glass icon to search the document for your term or phrase.

Searching through the document

Once you have searched for a term or a phrase, there may be multiple results that match your search criteria. If there are multiple results, they will all be highlighted in the document. You can press the "Enter" key on your keyboard to go through each of the individual results to see if it is what you are looking for. Once you reach the end of the results, you will receive a notification stating that you have reached the end of the document.